

# **United States Embassy Kyiv Ukraine**

## **Request for Quotation**

### **REPLACEMENT OF FLOOR COVERING**

**Date: July 06, 2016**

# **SECTION I. SCOPE OF WORK**

## **1.0 General**

### **1.1 Introduction**

This Scope of Work (SOW) is for replacement of an existing floor covering with a type of epoxy polymer coating at the hallways and Service Entrance Area (SEA) of the USG Owned Property known as USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.

The U.S. Embassy in Ukraine has need of qualified and an experienced contractor to execute the job.

### **1.2 Background**

The hallways and SAE, where the floor covering replacement work shall take place, are located inside the US Embassy building. The total space and drawings provided in the Attachment 1. The existing floor is damaged and was not durable enough for the high traffic area where heavy carts are used.

### **1.3 Abbreviations**

- 1.3.1 Point of Contact (POC)
- 1.3.2 Contracting Officer (CO)
- 1.3.3 Contracting Officer Representative (COR)
- 1.3.4 Contracting Officer Technical Representative (COTR)
- 1.3.5 Personal Protective Equipment (PPE)
- 1.3.6 Service Entrance Area (SEA)

### **1.4 Objectives**

The objective of this contract is to perform a work that will result in fully removing entire floor covering (linoleum), preparing floor for new covering and placing new floor epoxy polymer coating. Minimum ten years warranty must be provided for workmanship. The contractor shall use high quality materials and tools, follow the manufacturer's requirements and manuals to prepare concrete surface for installation new epoxy polymer coating, place new epoxy polymer coating on designated areas (see Attachment 1). The Contractor shall remove and properly dispose the entire coating (linoleum) from the US Embassy site.

## **2.0 SOW for Warehouse roof repair**

- 2.0.1 Prepare a schedule for the work to be accomplished in a manner that satisfies the schedule requirement specified under this Scope of Work. Contact the Contracting Officer Representative (COR) for schedule approval.
- 2.0.2 Prepare a material list and purchase the materials required to complete the work prior the first day of work depicted on the schedule. Have the materials present at the work location prior the first work day.

- 2.0.3 Prepare the work area where the work shall be performed by protecting it from the access of unauthorized persons.
- 2.0.4 The total volume of works can be split into three steps according to the approved schedule.
- 2.0.5 The top layer of new coating shall exactly match the existing level.
- 2.0.6 The total area to be refinish and layout provided in the Attachment 1.

## **2.1 Remove existing coating.**

- 2.1.1 The entire covering (linoleum) shall be removed piece by piece. The linoleum is glued to the concrete surface, so appropriate tools have to be used.
- 2.1.2 Each piece of linoleum shall be rolled in and put outside of the building, next to the Service Entrance for further disposal by Contractor.

## **2.2 Repair and prepare surface**

- 2.2.1 Existing concrete surfaces shall be free of glue leftovers, oil, grease, curing compounds, loose particles, moss, algae growth, laitance, friable matter, dirt, and bituminous products.
- 2.2.2 All surface and embedded accumulations of paint, toppings hardened concrete layers, laitance, power trowel finishes and other similar surface characteristics shall be completely removed leaving a bare concrete surface.
- 2.2.3 Floor areas shall be mechanically work-out by grinder machine. Floor areas inaccessible to the mobile blast machines shall be mechanically abraded to the same degree of cleanliness, soundness and profile using diamond grinders, needle guns, bush hammers, or other suitable equipment.
- 2.2.4 Where the perimeter of the substrate to be coated is not adjacent to a wall or curb, a minimum 1/4 inch (63 mm) key cut shall be made to properly seat the system, providing a smooth transition between areas. The detail cut shall also apply to drain perimeters and expansion joint edges.
- 2.2.5 Cracks and joints (if available) greater than 1/8 inch (32 mm) wide are to be chiseled or chipped-out and repaired.

## **2.3 Application**

- 2.3.1 Immediately prior to the application of any component of the new coating, the surface shall be dry and any remaining dust or loose particles shall be removed using a vacuum cleaner.
- 2.3.2 The handling, mixing and applying of components for the coating shall be performed in a safe manner to achieve the desired results in accordance with the Manufacturer's recommendations, using appropriate tools.

- 2.3.3 After the new coating is placed and materials fully cure visual inspection shall be done to be sure the covered surface is in good appearance.
- 2.4 The Contractor shall remove any debris daily and dispose of them in accordance with the local laws. The Contractor must protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- 2.5 The specification of such type of work requires the next procedure to be following: each coating layer (usually 3-4) shall be applied one by one with drying period required by manufacture. During drying period walk traffic on the surface is strictly prohibited.
- 2.6 Contractor shall repair or replace all defective and non-conforming work as directed by the COR.
- 2.7 Contractor shall remove all tools, trash, and debris from the work site and contact the COR for final inspection.

### **3.0 Requirements and Deliverables**

The contractor must submit a list of personnel with ID type and numbers as well as the vehicle plates and models to the contact person (point 7.0) within 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the USA Embassy Compound.

### **4.0 Place of Performance/Hours of Operation**

- 4.1 All work is to be performed on site at the U.S. Government facility known as the USA Embassy in Ukraine Compound.
- 4.2 The USA Embassy in Ukraine is located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.
- 4.3 Contractor personnel will report to the Service Controlled Access Center (SCAC).
- 4.4 After checking at the front CAC, delivery and service trucks required for work, tools, and material deliveries will check in at the gate.
- 4.5 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 4.6 Working hours will be between 8:00 AM and 7:00 PM if not accepted other schedule.
- 4.7 Exceptions to specified working hours may be granted by COR and Regional Security Office (RSO) when submitted 48 hours in advance.
- 4.8 Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within schedule agreed in prior with COR.
- 4.9 The Contractor shall start to perform this project as soon as he ready after being awarded.

- 4.10 Due to the specific execution of this project, works at the facility shall be done in non-operational hours, the work schedule, the area, where the work will take place, and work duration shall be agreed with COR in, at minimum, two weeks in prior.

## 5.0 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. The contractor shall submit this information including service vehicle requirements within 24 hours of the notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the US Embassy Compound and commencement of work.

## 6.0 Insurance

The Quoter is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Quoter shall at its own expense provide and maintain during the entire performance period the following insurance amounts, covering general liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury):

(1) BODILY INJURY, ON OR OFF THE SITE, IN U.S. DOLLARS	
Per Occurrence	The Contractor shall comply with Ukrainian law
(2) PROPERTY DAMAGE, ON OR OFF THE SITE, IN U.S. DOLLARS	
Cumulative	USD 10,000.00

The foregoing types and amounts of insurance are the minimums required. The Quoter shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Quoter agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Quoter, its officers, agents, servants, and employees, or any other person, arising from and incident to the Quoter's performance of this contract. The Quoter shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Quoter shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

## **7.0 Points of Contact**

COR- Tommy Heard

COTR – Igor Serpak

COTR – Oleg Gryb

## **SECTION II. SITE VISIT**

The site visit will be held on **July 14, 2016 at 14:00** at 4 Ihor Sykorskiy St., Kyiv. For site-visit registration the prospective quoters should provide company contact information and names of visitors no later than **12:00 on July 13, 2016** to [KyivGSO@state.gov](mailto:KyivGSO@state.gov).

## **SECTION III. QUOTE REQUIREMENTS**

### **1.0 Pricing**

- 1.1. The quoter should provide a fixed cost price to meet this scope of work. The prices below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit.
- 1.2. Payment will be performed in the local currency (hryvnya). In case the price is submitted in another than local currency, the payment will be provided in the local currency anyway, based on the official NBU currency exchange rate on the date of final invoicing.
- 1.3. According to U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Pursuant to the Prompt Payment Act of the FAR, the U.S. Government must make the payment within 30 calendar days after receipt of the goods and services and the valid original invoice(s). The quoter should confirm in the offer that these payment terms are acceptable.

### **2.0 Documents to be submitted**

Each quote must consist of the following:

- 1) General information about company (full name, description of activity etc.);
- 2) Copies of state registration documents (certificate for state registration or extract from the Unified State Register of Legal Entities; certificate for company registration as VAT taxpayer/unified taxpayer, etc.), copies of licenses and permits according to the current Ukrainian legislation; legal and post address;

- 3) Name of employee, responsible for quote submission (phone number and e-mail);
- 4) Confirmation that the quoter will perform the work according to all requirements, mentioned in Section I. Scope of Work;
- 5) List of clients over the past 2 years, demonstrating prior experience with relevant past performance information and references (provide places of performance, contact names, telephone and fax numbers and email addresses);
- 6) Detailed price proposal with the confirmation of fixed pricing;
- 7) Payment terms with the confirmation that the terms mentioned in chapter 1.0 Section III are acceptable;
- 8) Detailed schedule of works;
- 9) Detailed information regarding warranty as required in chapter 1.4 Section I;
- 10) Copy of the Certificate of Insurance(s), as required in chapter 6.0, Section I, or a statement that the Quoter will get the required insurance, and the name of the insurance provider to be used.

### **3.0 QUOTES SUBMISSION**

**3.1. Format of Quote:** scan-copy of documents submitted by e-mail. The quote should be signed by authorized employee and stamped.

**3.2. E-mail address for quotes submission:** [KyivGSO@state.gov](mailto:KyivGSO@state.gov) with subject line “Quote for Replacement of Floor Covering”

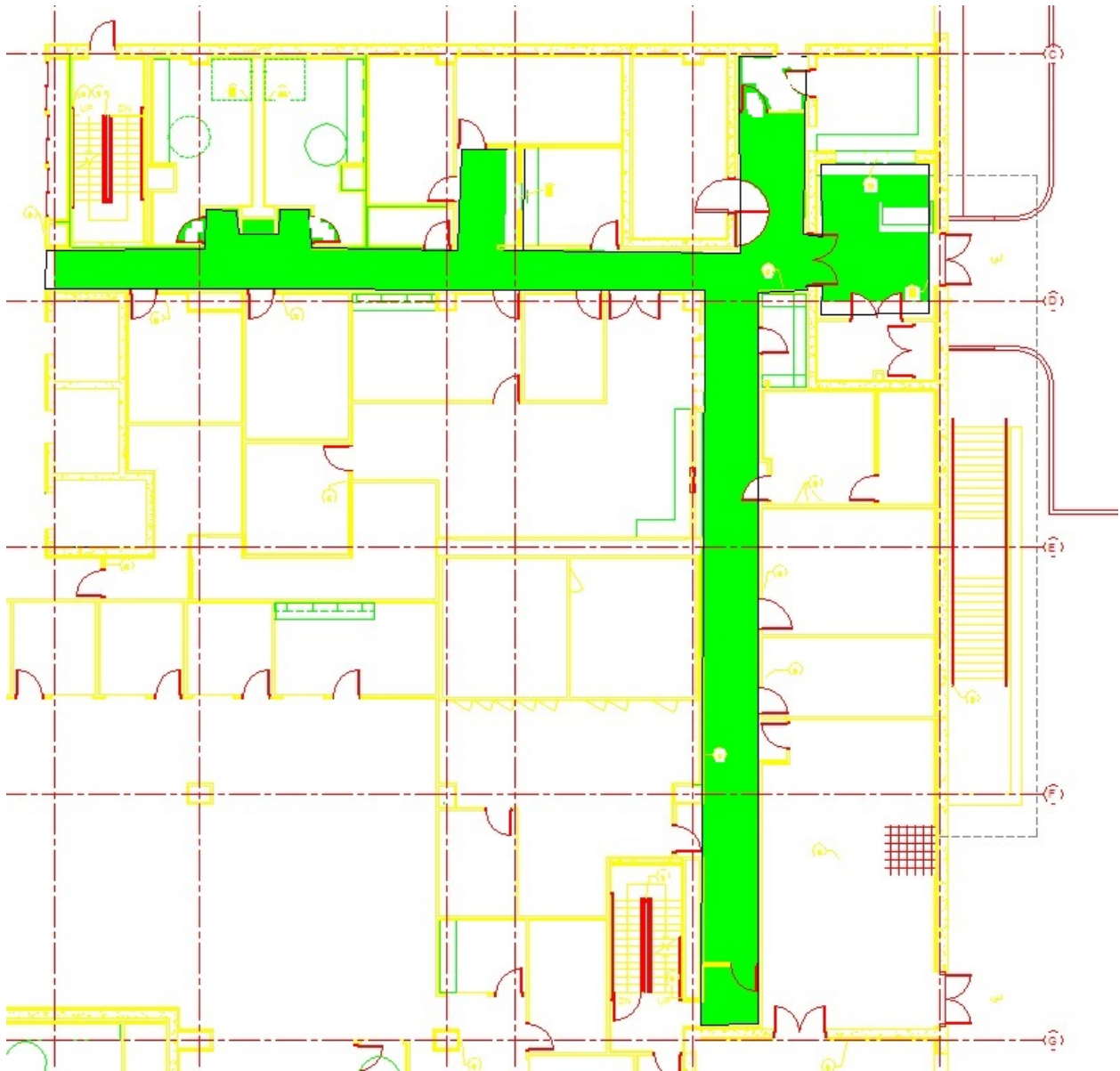
**3.3. Quotes due date:** on or before **18:00 July 29, 2016**. No quotations will be accepted after this time.

**3.4. All questions regarding this request** should be submitted in written to the e-mail: [KyivGSO@state.gov](mailto:KyivGSO@state.gov)

## ATTACHMENT 1

The area to be refinished.

The total space is approx. 170 m<sup>2</sup>\* and filled in on the drawings:





**\*NOTE: Dimensions and areas provided for reference only. The Contractor has to verify all dimensions.**